



303-941-5398 Leigh@mobilepottery.com

Mobile Ceramic Party Agreement w/Guide

Name _____ Date/Time of Event _____ @ _____ am/pm

Phone _____ Number of Guests _____ Deposit _____ cc ck cs

Party Host Email _____

Type of Event and age range (birthday party, etc) _____

Location of Event _____

PLEASE READ THE FOLLOWING BEFORE SIGNING:

1. All catalog orders require full payment in advance. At least one week before your event is necessary to place an order. Payment is non-refundable, however if all items are not painted, you may request a credit for a future event. Credit is good for one year.
2. In-stock bisque orders require a deposit based on your party size. (\$100 minimum or \$15 per person, whichever is greater). No minimum required. Final bill will be payable/adjusted the day of the event.
3. MPS (Mobile Pottery Studio) will arrive approximately 30 minutes prior to your event to set up. We help with paint dispensing, questions and guidance.
4. MPS provides all bisque ordered, cups, palettes, brushes, glazes, color charts. Aprons, stencils, stamps available upon request at no charge. We provide paper towels and disposable table cloths.
5. MPS suggests you ask guests to come prepared to paint. MPS is not responsible for client spills/clothing. All ceramic glazes are water based and wash out easily. They do not stain!
6. All painting will begin no later than 15 minutes after designated time. 1 ½ hours of paint time is included. Additional paint time can be purchased at \$25/hour.
7. For birthdays/showers, all painting is done first. Food or activities can begin when painting is done and we clear out of your way!
8. MPS will clean up painting area, take away all pottery to be glazed/fired.
9. Free delivery with minimum \$100 order, within 10 miles of MPS (I-25/Hampden)
10. Finished pottery will be ready within 7 days, and MPS will notify Host when ready (usually 2-3 days).
11. Party will be confirmed with signed agreement and payment. Confirmation email will be sent.
12. Please let us know if there is anything else you need! We are here to help!

Signature of Party Host

Date